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**888 CalPERS** (or **888-225-7377**)  
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[www.calpers.ca.gov](http://www.calpers.ca.gov)

Date: May 8, 2007  
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Special:

## **Circular Letter**

TO: STATE AGENCIES, PUBLIC AGENCIES, AGRICULTURAL DISTRICTS

SUBJECT: EMPLOYER EDUCATION WORKSHOPS

CalPERS offers employer educational workshops to assist you in meeting retirement program administration requirements. The workshops are held at our eight Regional Offices plus a location in the City of Redding. The enclosed schedule contains information about upcoming workshops for the second half of 2007.

Workshop attendees receive in-depth education on the subjects of CalPERS membership, payroll, and benefits. These workshops have been designed specifically for Human Resources, Personnel, Payroll, and Benefits staff.

*Topics Include:*

- *How the employer contribution rate is determined*
- *Determining Membership Eligibility*
- *Payroll Reporting Specifications*
- *Reportable Compensation*
- *The Employer's Role in the Retirement Process*
- *Information about other CalPERS Programs, Workshops, and Events*

Workshop seating may be limited; therefore, reservations will be accepted and confirmed as space permits. To register, please select from one of the following options:

- Email the information on the enclosed registration form using "Ask CalPERS" through [www.calpers.ca.gov](http://www.calpers.ca.gov).
- Contact the Employer Contact Center at **888 CalPERS** (or **888-225-7377**) and provide the information on the attached registration form.
- Complete the attached registration form and fax to (916) 795-0491.

May 8, 2007

If you have any questions, please contact the Employer Contact Center at **888** CalPERS (or **888**-225-7377).

A handwritten signature in cursive script, reading "Lori McGartland". The signature is written in dark ink and is positioned above the printed name and title.

Lori McGartland, Chief  
Employer Services Division  
Enclosure